

**Vacancy Announcement No. / Position Title**

**FSN# 2012/04 (T) / Voucher Examiner (PSU)**

**FSN# 2012/04 / Voucher Examiner (PSU)**

**FSN# 2012/48 (T) / Mason**

**FSN# 2012/48 / Mason**

**FSN# 2012/64 (T) / Refrigeration and Air Conditioning Mechanic**

**FSN# 2012/64 / Refrigeration and Air Conditioning Mechanic**

**FSN# 2012/87 (T) / Electrician**

**FSN# 2012/87 / Electrician**

**FSN# 2012/101 (T) / Painter**

**FSN# 2012/101 / Painter**

**FSN# 2012/129 (T) / Plumber**

**FSN# 2012/129 / Plumber**

**FSN# 2012/134 (T) / Carpenter**

**FSN# 2012/134 / Carpenter**

**FSN# 2012/138 (T) / Carpenter**

**FSN# 2012/138 / Carpenter**

**FSN# 2013/3 / Security Technician**

**FSN# 2013/7 / Administrative Assistant**

**FSN# 2013/9 (T) / Medical Research Technologist**

**FSN# 2013/9 / Medical Research Technologist**

**FSN# 2013/10 / Administrative Clerk**

**FSN# 2013/12 / Voucher Examiner (2 positions)**

**FSN# 2012/04 (T)**  
**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

**OPENING DATE:** September 21, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)  
(Position Grade: FSN-7)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in the Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

**PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.**

#### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

#### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/04**  
**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-8; FP-6

**OPENING DATE:** September 21, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)  
(Position Grade: FSN-8)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in the Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**(1)** Two years post secondary study at College or University (High Vocational School or equivalent);

(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

**PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.**

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

### **ADDITIONAL SELECTION CRITERIA:**

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/48 (T)**

**Mason**

**OPEN TO:** All interested Candidates

**POSITION:** Mason, FSN-4, FP-AA (Trainee)

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.



## **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume**

that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/48**

**Mason**

**OPEN TO:** All interested Candidates

**POSITION:** Mason, FSN-5, FP-9

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (TOEIC score of **400** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

## **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/64 (T)**

**Refrigeration and Air Conditioning Mechanic**

**OPEN TO:** All interested Candidates

**POSITION:** Refrigeration and Air Conditioning Mechanic, FSN-4, FP-AA (Trainee)

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full/Part-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-AA (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform full journeyman level in refrigeration and air conditioning trade. Perform duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of high vocational school is required;
- (2) Two-year experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level I (Rudimentary knowledge) speaking/reading/writing English and Level II (Limited knowledge) speaking/reading/writing Thai. \*\*The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license

## **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/64**

**Refrigeration and Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration and Air Conditioning Mechanic, FSN-5, FP-9

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform full journeyman level in refrigeration and air conditioning trade. Perform duties involved in installation, renovation, modification, preventive maintenance and repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational School is required;
- (2) Two-year experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (TOEIC score of **400** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license.



## **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

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- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume**

that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/87 (T)**  
**Electrician**

**OPEN TO:** All Interested Candidates

**POSITION:** Electrician, FSN-4; FP-AA (Trainee)

**OPENING DATE:** September 14, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-AA (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrician in the Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The employee performs a full range of journeyman level functions in the electrical trade including performing installations, and providing preventive maintenance and repair work for electrical components and an extensive range of large and small electro-mechanical equipment.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational School in technical fields;
- (2) Two-year direct experience in maintenance, repair and installation of electrical system;
- (3) Level I (Rudimentary knowledge) speaking/reading/writing English and Level II (Limited knowledge) speaking/reading/writing Thai. \*\*The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to drive and possess a valid Thai driver's license.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/87**  
**Electrician**

**OPEN TO:** All Interested Candidates

**POSITION:** Electrician, FSN-5; FP-9

**OPENING DATE:** September 14, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrician in the Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The employee performs a full range of journeyman level functions in the electrical trade including performing installations, and providing preventive maintenance and repair work for electrical components and an extensive range of large and small electro-mechanical equipment.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational School in technical fields;
- (2) Two-year direct experience in maintenance, repair and installation of electrical system;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (TOEIC score of **400** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to drive and possess a valid Thai driver's license.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given

preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/101 (T)**

**Painter**

**OPEN TO:** All interested Candidates

**POSITION:** Painter, FSN-4, FP-AA (Trainee)

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full/Part-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform full journeyman level in painting trade. Perform duties involved in coating, painting, finishing and refurnishing all exposed surface of buildings, structures and furniture of various government held properties.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High school (Mathayom 6);
- (2) Two-year experience as a fully qualified journey;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/101**

**Painter**

**OPEN TO:** All Interested Candidates

**POSITION:** Painter, FSN-5, FP-9

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform full journeyman level in painting trade. Perform duties involved in coating, painting, finishing and refurnishing all exposed surface of buildings, structures and furniture of various government held properties.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School (Mathayom 6);
- (2) Two-year experience as a fully qualified journey;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (TOEIC score of **400** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/129 (T)**

**Plumber**

**OPEN TO:** All Interested Candidates

**POSITION:** Plumber, FSN-4; FP-AA (Trainee)

**OPENING DATE:** November 16, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-AA (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Plumber in the Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in plumbing trade. Responsible for installation, renovation, modification, preventive maintenance & repair, rebuild of machines, equipment and components associated with the piping and plumbing systems.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational School in technical fields;
- (2) Three years direct experience in maintenance, repair and installation of piping and plumbing;
- (3) Level I (Rudimentary knowledge) speaking/reading/writing English and Level II (Limited knowledge) speaking/reading/writing Thai. \*\*The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to drive and possess a valid Thai driver's license.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/129**

**Plumber**

**OPEN TO:** All Interested Candidates

**POSITION:** Plumber, FSN-5; FP-9

**OPENING DATE:** November 16, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Plumber in the Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in plumbing trade. Responsible for installation, renovation, modification, preventive maintenance & repair, rebuild of machines, equipment and components associated with the piping and plumbing systems.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of high vocational school in technical fields;
- (2) Three years direct experience in maintenance, repair and installation of piping and plumbing;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (TOEIC score of **400** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to drive and possess a valid Thai driver's license;

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and valid Thai driver's license are required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/134 (T)**  
**Carpenter**

**OPEN TO:** All interested Candidates

**POSITION:** Carpenter, FSN-4, FP-AA (Trainee)

**OPENING DATE:** December 28, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Carpenter, located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

**BASIC FUNCTIONS REQUIRED:**

The job holder performs full journeyman level in carpentry and building construction trade. H/She also performs wood construction, renovation, installation, preventive maintenance, and repairs on extensive range of small and large wood structures and wood accessories for various Government-held properties.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of high school (Mathayom 6) or vocational certificated;
- (2) At least two years of experience in maintenance, repair and construction of carpentry;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to drive and possess a valid Thai driver's license;
- (5) Have abilities to operate various hand tools, power equipment, and instruments;
- (6) Have skills in manual and mechanical lifting, security, and safety equipment.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until filled**



## **Carpenter**

**OPEN TO:** All interested Candidates

**POSITION:** Carpenter, FSN-5, FP-9

**OPENING DATE:** December 21, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

### **SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Carpenter, located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

### **BASIC FUNCTIONS REQUIRED:**

The job holder performs full journeyman level in carpentry and building construction trade. H/She also performs wood construction, renovation, installation, preventive maintenance, and repairs on extensive range of small and large wood structures and wood accessories for various Government-held properties.

### **QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of high school (Mathayom 6) or vocational certificated;
- (2) At least three years of experience in maintenance, repair and construction of carpentry;
- (3) Level II (Limited Knowledge) speaking, reading, writing and understanding of Thai and English (TOEIC score at **400** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to drive and possess a valid Thai driver's license;
- (5) Have abilities to operate various hand tools, power equipment, and instruments;
- (6) Have skills in manual and mechanical lifting, security, and safety equipment.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and valid Thai driver's license are required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume**

that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/138 (T)**  
**Carpenter**

**OPEN TO:** All interested Candidates

**POSITION:** Carpenter, FSN-4, FP-AA (Trainee)

**OPENING DATE:** December 7, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Carpenter in the Facilities Management (FM) Office, located on Rajdamri Compound.

**BASIC FUNCTIONS REQUIRED:**

The job holder performs full journeyman level in carpentry and building construction trade. H/She also performs wood construction, renovation, installation, preventive maintenance, and repairs on extensive range of small and large wood structures and wood accessories for various Government-held properties.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of high school (Mathayom 6) or vocational certificated;
- (2) At least two years of experience in maintenance, repair and construction of carpentry;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to drive and possess a valid Thai driver's license;
- (5) Have abilities to operate various hand tools, power equipment, and instruments;
- (6) Have skills in manual and mechanical lifting, security, and safety equipment.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/138**

**Carpenter**

**OPEN TO:** All interested Candidates

**POSITION:** Carpenter, FSN-5, FP-9

**OPENING DATE:** December 7, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Carpenter in the Facilities Management (FM) Office, located on Rajdamri Compound.

**BASIC FUNCTIONS REQUIRED:**

The job holder performs full journeyman level in carpentry and building construction trade. H/She also performs wood construction, renovation, installation, preventive maintenance, and repairs on extensive range of small and large wood structures and wood accessories for various Government-held properties.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of high school (Mathayom 6) or vocational certificated;
- (2) At least two years of experience in maintenance, repair and construction of carpentry;
- (3) Level II (Limited Knowledge) speaking, reading, writing and understanding of Thai and English (TOEIC score at **400** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to drive and possess a valid Thai driver's license;
- (5) Have abilities to operate various hand tools, power equipment, and instruments;
- (6) Have skills in manual and mechanical lifting, security, and safety equipment.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and valid Thai driver's license are required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2013/3**  
**Security Technician**

**OPEN TO:** All interested Candidates

**POSITION:** Security Technician, FSN-6, FP-8

**OPENING DATE:** January 4, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8 (Starting salary and final grade will be determined by Washington)

**ALL NORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC), located at 95 Wireless Road, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, Vientiane and Rangoon.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational Degree in Electronics/Electrical/Mechanical Engineering;
- (2) Five years of experience in major repairs and installation of electrical and heavy duty mechanical equipment;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (TOEIC score of **600** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license.



## **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai's driver license are required to be submitted with the application package.
- (4) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume**

that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/7**

**Administrative Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Assistant, FSN-8; FP-6

**OPENING DATE:** January 11, 2013

**CLOSING DATE:** January 24, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Starting salary and final grade will be determined by Washington)

**\*All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Animal and Plant Health Inspection Service (APHIS), located on Wireless Road in Bangkok.

**BASIC FUNCTION OF POSITION:**

The APHIS Administrative (AA) is relied upon as an expert in administrative duties with area responsibilities that encompass Thailand, Indonesia, Cambodia, Lao PDR, Burma and East Timor. Provides full administrative support to the APHIS Thailand Area Office personnel and supports all APHIS avian influenza (AI) and other program activities. Manages all administrative duties of the office including the preparation of informal ledgers, annual budget and office purchases. Logistical preparation is provided for visiting USDA officials including Under Secretaries and inspectors as well as counterpart animal and plant quarantine representatives on official visit to the US. The AA is expected to provide technical guidelines as needed to the public on regulations pertaining to animal and plant health.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Bachelor's Degree in Business Administration;
- (2) Two years of progressively responsible experience in budget and financial management or administrative support are required;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score at **855** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;

- (4) Able to responds to all routine correspondence, and manage filing system for official records;
- (5) Must be computer literate to develop reports, tables, charts and presentations using a variety of different software including agency specific software.

### **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position

title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: January 24, 2013**

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**FSN# 2013/9 (T)**

**Medical Research Technologist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Technologist, FSN-8; FP-6, Trainee

**OPENING DATE:** January 18, 2013

**CLOSING DATE:** January 31, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTION OF POSITION:**

Serve as co-investigator performing social science research, organizes, implements, and supervises research study activities on HIV/AIDS in conjunction with ongoing studies conducted by CDC/HIV and its collaborators in various settings.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Master degree in a Public Health, Social or Behavioral Science or related field;
- (2) Two years progressively responsible work in HIV/AIDS or other public health program management, including direct technical experience with behavioral research for public health programs;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score at **855** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must have a thorough knowledge of research methods and procedures, familiarity with cultural issues in relation to HIV risk group;

- (5) Must be able to develop appropriate protocols and detailed guidelines in the absence of specified procedures;
- (6) Must have knowledge of computer software package including word processing, SPSS, ethnography, spreadsheets, statistical packages, e-mail and graphics.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.**
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: January 31, 2013**

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**FSN# 2013/9**

**Medical Research Technologist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Technologist, FSN-9; FP-5 (Step 1 thru 4)

**OPENING DATE:** January 18, 2013

**CLOSING DATE:** January 31, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTION OF POSITION:**

Serve as co-investigator performing social science research, organizes, implements, and supervises research study activities on HIV/AIDS in conjunction with ongoing studies conducted by CDC/HIV and its collaborators in various settings.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Master degree in a Public Health, Social or Behavioral Science or related field;
- (2) Three years progressively responsible work in HIV/AIDS or other public health program management, including direct technical experience with behavioral research for public health programs;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score at **855** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must have a thorough knowledge of research methods and procedures, familiarity with cultural issues in relation to HIV risk group;

(5) Must be able to develop appropriate protocols and detailed guidelines in the absence of specified procedures;

(6) Must have knowledge of computer software package including word processing, SPSS, ethnography, spreadsheets, statistical packages, e-mail and graphics.

### **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(1) The candidate must be able to obtain and hold a security clearance.

(2) A copy of Transcript is required to be submitted with the application package.

**(3) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.**

(4) For non-Thai citizens, please also submit a copy of residence permit.

(5) Do not attach photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: January 31, 2013**

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**FSN# 2013/10**  
**Administrative Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Clerk, FSN-6; FP-8

**OPENING DATE:** January 18, 2013

**CLOSING DATE:** January 31, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Accounting Division, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provides administrative support to the Post Support Unit at GFS Bangkok, and their combined staffs of 51 FSNs and one American Officer.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Bachelor's degree of Arts or Bachelor's degree in Business Administration;
- (2) Two years of progressively responsible experience in office management, secretarial or administrative support;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Experience with Microsoft software (Word, Excel, PowerPoint, etc).

**SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFM) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: January 31, 2013**

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**FSN# 2013/12**

**Voucher Examiner (2 positions)**

**OPEN TO:** All interested Candidates

**POSITION:** Voucher Examiner, FSN-7; FP-7

**OPENING DATE:** January 18, 2013

**CLOSING DATE:** January 31, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Handle full scope of vouchering services. Duties include verifying that payment claims are accurate and proper through the review of authorizing and supporting documents and regulations; providing advice and guidance concerning the regulations covering allowances; and coordination with internal clients and external contacts for timely vouchering/payment processes.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of College study in accounting, business administration and/or finance related subject;
- (2) Two years experience in accounting or related functions;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of Thai and English (TOEIC score at **600** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Ability to use computer packages/applications, typewriter (30 wpm), copier, calculator and scanner;
- (5) Ability to communicate effectively with all levels of clients.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM CAN substitute a valid EPT score for the TOEIC score.**
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach photo on DS-174 or resume.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume**

that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: January 31, 2013**

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